

# Notice of Hearing (Adversary)

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Adversary Case Number** screen displays.
- ☐ Insert the case number by using the YY-NNNN format.
  - ☐ Click **Next**.
- STEP 4.** The **Event Selection** screen displays.
- ☐ Select **Notice of Hearing** from the event list.
  - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 7.** A hearing information screen displays.
- ☐ Choose the appropriate type of hearing and enter the hearing date, time and location.
  - ☐ Select docket entries which are to be associated with the hearing.
  - ☐ Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.

**STEP 9.** A case verification screen displays.

☐ Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.